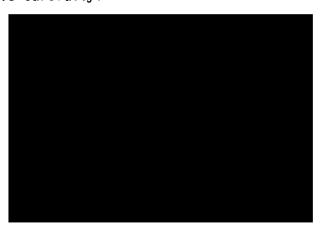
SOP for NFAC Staff Meeting (0830 Daily)

Preferred Order of March

- 1. Arrive about 0800 and go to Ops Center.
- 2. Ask deputy officer for OIA folder. It will contain xerox copies of cables plus some junk mail sometimes. Read and keep or destroy in burn bags as you see fit.
- 3. Ask duty officer for copy of today's NID. Read and return.
- 4. If there is something you calculated the calculation of the part of the par
- 5. About 0815-0820 go to NFAC front office Rm 7E62 and pickup briefcase from secretary. STORFINTL
 case and remove notebook and any mail (envelopes) that
 may be in case addressed to components in Headquarters. Give to
 unless you wish to deliver them after meeting. You can
 also call OIA front office from phones near deskSTATINTL
- 6. At about 0825 with notebook go to NFAC conference room (opposite xerox machine) and take a seat in far side of conference table. Siting opposite you will be
- 7. Take copious notes, after meeting return notebook to briefcase and take to NFAC registry (Rm 7E47). NPIC will pick-up and return by mid-afternoon.

8. Return home. Drive carefully.

STATINTL



STATINTL

STATINTL STATINTL